

Registering to Apply for Permits on the Internet

You will need to register with the City of Saint Paul before applying for permits on line. We will need your name, address, telephone number, e-mail address, and license numbers if you are a contractor.

Here's the Process:

- Go to the DSI website at <http://www.stpaul.gov/dsi>
- Click on the **Online Permits** link at the bottom left of the page. It will appear as a red link in a blue box. The **Minimum Requirements** page will then appear.
Please read this page to make sure you have all the requirements needed before continuing
- If you meet all the requirements necessary, you can continue by either clicking on the **Online Permits** icon (on the right side of the page with a blue border) or clicking on the **Click Here** link above it.
- The following page should appear:



- Next, click on the **Apply for a Permit** link.
- The following page should appear. (See next page)

LOGIN

Your first visit to Saint Paul's Permits Online?

[Register Now](#)

Welcome. Click here to register at Permits Online. Registration is free.

Already registered at Permits Online?

Email Address:

Password:

[Login](#)

Welcome back. Enter your email address and password you created for yourself.

Forgot your login or password ?

[Recover My Account](#)

Click here for help recovering your Permits Online account. Make sure you have your email address in the input box before pressing the "Recover My Account" button above.

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- DO NOT ENTER YOUR E-MAIL ADDRESS AND PASSWORD YET!
- You first want to click on the **Register Now** button on the left.
- The **Registration** page should appear next. You will need to fill in the appropriate information in the boxes and press the **Proceed** button.
- PLEASE NOTE: Please read through the information below the input boxes before finishing. There are tips to help you through the Registration process.

Add Your Registration Information

Registration

Email Address:

Email Address: (Verify Email Address)

Password:

Password: (Verify Password)

Question: What are the first 5 letters of my best friend's last name

Answer:

[Proceed](#)

NOTE:

1: Your email address will serve as your user identification. The password will be required to access your account in future.

2: We ask for Email and Password twice to verify that they are keyed correctly.

3: If you forget your password, the Question will be asked and if you give the matching Answer then you could re-create a new password.

Explanation of the Registration Process:

1) Please fill out the above information and press the "Proceed" button.

2) An email will be sent to you with a URL pointing back to this site. This URL contains information that will bring you to step 3

3) A registration form which will ask you to fill in various details about yourself, such as your address, phone number, and, if you are a contractor then your license number(s)

4) An email will be sent to you by City Staff after your Registration is approved.

5) After your Registration is approved, you may perform any online functions from this website.

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- After you are done filling in your information, an email will be sent to you with a URL pointing back to this site. This URL contains information that will bring you to the next step in the Registration process.
- A **Registration Form** will appear once you click on the URL in the email. You will need to give various information about yourself like your address, phone number, and if you are a contractor, your license numbers.
- Once finished with the form, an email will be sent to you that shows you have been approved by City Staff for the Online Permit System. You then will be able to apply online for permits.
- If you need help at anytime, please contact DSI by emailing to the following address: dsiweb@ci.stpaul.mn.us. Thank You!